



City of Santa Clara

Building Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

Building Division: 408-615-2440

Email: Building@santaclaraca.gov

Permit Center: 408-615-2420

Email: PermitCenter@santaclaraca.gov

Automated Inspection Scheduling System: 408-615-2400

REQUEST FOR PERMIT CANCELLATION/REQUEST FOR REFUND

A refund may be authorized of not more than 80 percent of applicable paid fees when a permit is withdrawn or cancelled before either plan review or inspection has commenced or where scope of work has been downsized before any inspection has been completed.

No refund shall be authorized except upon written application filed by the property owner not later than 180 days after the date of fee payment.

PLEASE NOTE:

- All requests for refunds on active permits must be accompanied by original cashiers receipt and approved by the Building Official before processing.
- Refund is made by check to the property owner or person designated by the owner to receive the refund.
- No cancellation if there is an open Fire Department permit or violation on the property.
- Permit cancellation requires the property owner's signature.
- A permit cannot be cancelled if any inspection has taken place or if the request is received more than 180 days after the date the payment was made.

This is to verify that I, _____, the property owner, hereby authorize the cancellation of the building application or building permit for the following project.

Project Address: _____

Permit/Case Number: _____ Date Issued/Received for review: _____

Reason for Cancellation: _____

Return Refund to: _____

Mailing Address: _____

Owner/Applicant Signature

Owner/Applicant Email Address

Phone Number

Date

Received by: _____

Approved by: _____

Refund processed by: _____

Tidemark entries by: _____

***Refunds may take four (4) weeks**